

**United States District Court  
Western District of Washington**

**Honorable Richard A. Jones**

**Courtroom 13106**

**PRETRIAL CONFERENCE CHECKLIST – CIVIL JURY**

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**Case Name:**

**Cause No.**

**Plaintiff's Counsel:**

**Defendants' Counsel:**

**Trial Date:**

**Estimated Length of Trial:**

**Trial Schedule:**            Days: \_\_\_\_\_ Hours: \_\_\_\_\_

**Pending Motions:**

**Jury Selection:**

Court's General Voir Dire

Counsel's Proposed General Voir Dire

Attorney-Conducted – Time Allowed for Attorney Questioning: \_\_\_\_\_

For Cause Challenges

Peremptory Challenges

# of Peremptory Challenges: 3 for each side

Number of Jurors for Voir Dire: \_\_\_\_\_

Number of Jurors on Final Panel: \_\_\_\_\_ (Verdict must be unanimous  
pursuant to Fed. R. Civ. P. 48)

# of Alternates: None

Juror Questionnaire? Yes \_\_\_\_\_ No \_\_\_\_\_

**Jury Instructions:** To be submitted pursuant to LR 51.

In addition to the requirements set forth in LR 51, each party shall also submit their uncited proposed jury instructions in Word format to [jonesorders@wawd.uscourts.gov](mailto:jonesorders@wawd.uscourts.gov)

**Agreed Neutral Statement to be Read to the Jury**

**Opening Statements:**

Length of Opening Statements: \_\_\_\_\_

Procedure for Openings (*e.g.*, Podium and Use of Exhibits During Openings)

**Plaintiff's Witnesses:**

**Defendant's Witnesses:**

**Requirement that counsel inform each other of the next day's witnesses**

**Witnesses that need special accommodation (*e.g.*, out-of-town witnesses, witnesses with disabilities, witnesses that need interpreters, etc.)**

**Exhibits Procedure:** See Handout from Courtroom Deputy

**Sidebar Conferences**

**Juror Notetaking – Notebooks before or after opening statements?** \_\_\_\_\_

**Courtroom Technology – Training** (Next available training session:  
\_\_\_\_\_ at 3:00 p.m. in Courtroom 18A)

**Stipulations of the Parties**

**Settlement and Notification to the Court of Settlement:** Local Rule 39(d) states:  
“Where cases set for trial by jury are settled or agreed to be tried without a jury, notice of such agreement shall be filed in the clerk's office as soon as possible but no later than five (5) days before the day on which the case is set; otherwise jury expenses incurred by the government, if any, shall be paid to the clerk by the parties agreeing to such settlement or waiver. And where a continuance of such a case shall be applied for by one side, and resisted by the other, and granted by the court, the payment of jury expenses incurred by the government, if any, by the party applying for the continuance shall in all cases be one of the conditions of the continuance unless such continuance be granted as a matter of right and was not due to any fault of the moving party.”

Deadline to notify Court of Settlement: \_\_\_\_\_

**Additional Notes:**

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